



Rock Island Arsenal

Application Tip Sheet

US Army Civilian Personnel On-Line (CPOL): <http://acpol.army.mil/employment>

Army Resume Builder—Tool allows you to create a resume with all of the required information and to electronically save it to the Army's database.

- Click "Build a Resume/View Resume Status"
--If you receive a security warning click "OK"
- Click "Register"
- Enter information and click "Register"
- Click "Create/Edit Resume"
- Enter information in block or "Click here for worksheet" and click "Preview my Resume"
-- *If using worksheets, enter information and click "Insert into Resume"*
- Once finished click "Save Resume Draft"
- Answer Preliminary Questions and click "Continue"
- Enter information and click "Save Supplemental Data"
- Click "Submit" to submit your Resume to the Resumix System
--*Email resume to yourself and to others as needed.*

Vacancy Announcements—Provides a description of the work to be performed, qualifications required and salary range; whether the job is permanent or temporary, full-time or part-time and information on who can apply.

- Click on "Search for Jobs"
- Click on "Illinois" or state of choice
- Click on "Get Results"
- Click on job announcement number of the position you are interested in.
-- *Read every announcement you plan to Self Nominate for carefully.*
-- *Pay close attention to the "Who May Apply" to determine whether or not you are eligible to apply on that announcement.*
-- *Each announcement will contain a point of contact including their name and telephone number for questions.*
-- *If you are applying for more than one Vacancy Announcement, you must Self Nominate **for each announcement.***
-- *Your Self Nomination must be received no later than the closing date of the announcement.*
- ✧ Critical Sections of the Announcement—(headings highlighted in green are links and may be clicked on for more information.)
 - **How to Apply**—specific instructions on applying for the Vacancy Announcements.
 - **Duties**—general information regarding the announcement.
 - **Who May Apply**—who the vacancy announcement is available to for application.
 - **Qualifications**—experience required to be considered minimally qualified for the position.
 - **Other Information**—other specific details pertaining to the position.
 - **Other Requirements**—when a job offer is made and accepted.

Self-Nomination—Applying for a Vacancy Announcement

- View the announcement of the position that you are interested in applying for (follow steps above)
- At the bottom of the vacancy announcement, click on “Self Nominate” (blue)
- Fill out the Self-Nominate Form
- Read Self Certification; if you agree, mark the appropriate circle and click “Submit”
- A new screen will appear stating your Self Nomination has been received.
 - *If you do not receive this notification, fix any errors on the page and resubmit.*

Answer—Check Status of your Resume and Self-Nominations

- Click on “Build Resume/View Resume Status”
- Click “Login”
 - *Enter your UserID (SSN) and Password and click “Login”*
- Review Information and click “Next”
- Click “Go to Answer” (blue)
- Click on:
 - **Status Tracking**—View Tracking History for positions you requested consideration. Goes back as far as previous year.
 - **Self-Nominate History**—View job announcements you have self-nominated (applied) for.
 - **View Resume**—View your current resume we have on file.
 - **View Supplemental Data**—View your current information we have on file, which you provided since your last update.
 - **Send Mail**—Mail your questions related to application procedures or questions regarding your consideration.

Note for Veterans

If you do not have a copy of your DD 214 Form you may request one by going to the following website: <http://vetrecs.archives.gov>

Note for All Applicants

It is very important that you use as much space as is necessary (up to 3 pages) on your resume to detail your skills. Applicants are rated based on the skills that are on your resume so be specific and detailed in your description of your work experience and the skills that you possess.

For more information visit our website at
<http://acpol.army.mil/employment>